

NOT TO BE REMOVED FROM [REDACTED]

25X1

MINUTES
ASSISTANT DIRECTOR'S STAFF MEETING
6 January 1954

1. Mr. Sheldon requested that word be communicated down to all OCI employees that his door is always open to everyone. He repeatedly stressed his strong feelings on this point.

2. Mr. Sheldon stated that there is a need in the DD/I offices for developing intelligence hypotheses and speculative ideas. After a general discussion it was agreed that [REDACTED] study this concept and present their views.

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3. Mr. Sheldon informed all present of the new motor pool policy regarding chauffeur driven vehicles. He stressed that code word material should be transported only in chauffeur driven government cars.

4. Mr. Sheldon requested that the Situation Summary be rearranged so as to put the "punch" in the first few paragraphs.

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5. [REDACTED] discussed the forthcoming Orientation Program scheduled for 12 January 1954. Mr. Sheldon desired to review the schedule before finalization.

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6. [REDACTED] made a few remarks concerning the long-range training program and concerning [REDACTED] recent review of this program. Following a general discussion, Mr. Sheldon asked [REDACTED] to give some thought to this problem as Training Liaison Officer.

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7. [REDACTED] opened a general discussion of the JIC Current Basic Intelligence Studies of Foreign Countries. Mr. Sheldon stated that these studies were prepared by G-2 and contained good military data which can be used in the preparation of the OCI Handbook, with a saving of research time.

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8. Mr. Sheldon informed the staff that the realignment of OCI would be effective 15 January 1954 and that the new organizational chart should be prepared for immediate distribution to those present. (See attachment)

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[REDACTED]
Executive Officer
Office of Current Intelligence

Attachment: Draft of Proposed Realignment

Distribution No. 4

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